

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RFP 10596-17/DKK
Request for Proposals

Commercial Organics Recycling Program
Outreach and Technical Assistance

The City of Redmond is interested in procuring consulting services to carry out selected elements of the City's commercial organics recycling program.

Background

The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Proposal.

Scope of Work

The purpose of this request is to solicit proposals for a Consultant to carry out identified elements of the City's 2018-2019 Commercial Organics Recycling Program. The object is to assist with the continued roll-out of the City of Redmond's commercial organics recycling program by recruiting participants and assisting each business with implementation. The complete Scope of Work for this project is attached, as Attachment A, and shall be incorporated into this RFP by this reference.

Response Due Date/Time

11:00 AM (local time) on Friday, October 20, 2017. The City of Redmond – Purchasing & Contracts Division must receive proposals no later than said date and time. Responses may be mailed or hand-delivered to the City of Redmond, Purchasing Division, MS: 3NFN, 15670 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710. No emailed or faxed responses will be accepted.

Response Requirements & Format

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent. Proposals cannot be withdrawn after the published close date. A complete response will include:

- 1) Executive Summary & Overall Project Approach - Summarize your proposal and include your firm's qualifications and contact information. Describe your overall program approach including outreach strategies for increasing commercial organics participation, outreach strategies for retaining current participants, your proposed approach for initial and on-going training of program participants and your proposed approach for dealing with issues on organics recycling routes, such as contamination or missed pick-ups.

- 2) Consultant Experience & Methodology - Describe your experience and company knowledge in working in the commercial sector on organics recycling operations and outreach activities and your knowledge and experience working with commercial recycling routes similar in size and nature as the City of Redmond's. Include a discussion of your experience working with external waste management service providers on commercial organics issues and your experience in the training of participants in how to use commercial organics programs.
- 3) Pricing Methodology - Provide price estimate including number of billable hours, hourly rate and total cost. Any expenses that are to be included as part of your proposal must be listed as a separate line item (lump sum amount is acceptable) and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
- 4) A list of references (including contact name and telephone number) of at least three (3) recent or current involvements in programs within the last four years of this size and nature. Municipal references are preferred. The City reserves the right to contact references without prior notification.
- 5) Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal.
- 6) Provide a statement to the effect that respondent understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: <http://redmond.gov/business/businessLicensing/>.
- 7) The City requires two (2) printed response copies, unbound, and not exceeding four (4) pages (double-sided) in total content (equated to 8 pages of content). All responses shall use a minimum font size of at least 10pt. No cover page, table of contents or indexes are required. Company sales literature may be attached to the response and do not apply against page count.
- 8) A statement indicating the number of calendar days the proposal shall be valid for (the City's minimum number of days is 60).

Selection & Award

All interested individuals are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by the City. Upon selection of a Consultant, the City intends to enter into an initial two-year agreement from January 1, 2018 to December 31, 2019, with two optional one-year renewal terms, for a potential maximum total term of four years (see Attachment D – Option for Renewal).

The attached Consulting Services Agreement, as Attachment B, shall be used to secure these services; a copy of this document is attached and shall be incorporated into this RFP by this reference.

Evaluation Criteria	Weight
Proposed Fees/Costs	30pts
Program Approach & Understanding (including outreach strategies for increasing participation and in retaining current participants in commercial organics programs, and training approach & strategy for handling issues that may arise on organics recycling routes such as contamination or missed pick-ups)	30pts
Experience (including knowledge & experience	40pts

working in the commercial sector on organics recycling operations, outreach efforts, experience working with recycling routes similar to the City's, experience with external waste management companies, training expertise and references)	
Total	100pts

Terms of the agreement are outlined in this proposal and include the following solicitation documents:

- RFP 10596-17/DKK
- Attachment A, Scope of Work
- Attachment B, Consulting Services Agreement
- Attachment C, City of Redmond Standard Terms and Conditions
- Attachment D, Option for Renewal

The City of Redmond reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond and respondents to this request have no appeal rights or procedures guaranteed to them.

Terms and Conditions

Any forthcoming contract will be in accordance with City of Redmond Standard Terms and Conditions (Attachment C) and the requirements of this solicitation.

Contracting Notice

Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement which shall be used to secure these services and will be the governing document. A copy of this document is attached, as Attachment B, and shall be incorporated into this RFP by this reference. No substitute terms, conditions or amendments to these terms will be allowed and may deem such a proposal as non-responsive.

Public Disclosure Notice

All materials provided by the Consultant are subject to State of Washington, and applicable County (e.g. King county) public disclosure laws. Any information contained in the proposal that the Consultant desires to claim as proprietary or confidential, and exempt from disclosure must be clearly designated, including identifying the page and particular exception(s) from disclosure. The City will try to respect all material identified by the Consultant as being proprietary or confidential, but requests that Consultant be highly selective of what they mark as Confidential. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the Confidential information.

Cooperative Purchase Language

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Consultant agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the

public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Consultant or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Consultant to cover the City's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 90 days post award (for one-time purchases).

Questions/Inquiries

Please direct any questions concerning this Request for Proposal or the City's requirements to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this request. Any information obtained from any other source shall not be binding and may disqualify your response.

Debbie Keranova
Sr. Purchasing Agent
Email: dkeranova@redmond.gov
Tel: 425-556-2159

MS: 3NFN
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PO Box 97010
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